

# HUNTON & WILLIAMS

ONE HANNOVER SQUARE  
FAYETTEVILLE STREET MALL  
P.O. Box 109

RALEIGH, NORTH CAROLINA 27602

TELEPHONE 919-899-3000  
TELECOPIER 919-833-6352

May 4, 1990

707 EAST MAIN STREET P.O. BOX 1535  
RICHMOND, VIRGINIA 23212  
TELEPHONE 804-788-8200  
TELEX 6844251

100 PARK AVENUE  
NEW YORK, NEW YORK 10017  
TELEPHONE 212-309-1000  
TELEX 424549 HUNT UI

3050 CHAIN BRIDGE ROAD  
P.O. BOX 1147  
FAIRFAX, VIRGINIA 22030  
TELEPHONE 703-352-2200

2500 ONE ATLANTA PLAZA  
950 EAST PACES FERRY ROAD  
ATLANTA, GEORGIA 30326  
TELEPHONE 404-841-2700

2000 PENNSYLVANIA AVENUE, N.W.  
P. O. BOX 19230  
WASHINGTON, D. C. 20036  
TELEPHONE 202-955-1500

FIRST VIRGINIA BANK TOWER  
P. O. BOX 3889  
NORFOLK, VIRGINIA 23514  
TELEPHONE 804-625-5501  
TELEX 755628

FIRST TENNESSEE BANK BUILDING  
P. O. BOX 951  
KNOXVILLE, TENNESSEE 37901  
TELEPHONE 615-637-4311

FILE NO. 22428.002101  
DIRECT DIAL NO. 919-899 3061

## PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

Mr. Joseph Manfredi  
Manager, Accounting Projects  
Philip Morris International Inc.  
120 Park Avenue, 11th floor  
New York, New York 10017

### Philip Morris International Records Management Program

Dear Mr. Manfredi:

The first step in Philip Morris International's effort to revise and improve its Records Management Program began at a meeting in New York on Thursday, February 22, 1990. At that meeting, our firm, outside counsel to the Company, distributed questionnaires for your completion.

As you will recall, March 16 was set as the due date for return of questionnaires. Inasmuch as we wish to proceed on schedule with this important project, Bradley Brooks has asked me to write to you to remind you that we have not received a questionnaire from you.

We would appreciate your immediate attention to the task of completing the questionnaire and its return to me at the Raleigh address of Hunton & Williams by Friday, May 18, 1990. If you have difficulty in meeting this new deadline, please call me (919-899-3061).

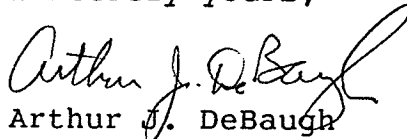
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HUNTON & WILLIAMS

Mr. Joseph Manfredi  
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I shall be glad to answer any questions or to help expedite the return of the questionnaire in any way possible.

Sincerely yours,

  
Arthur J. DeBaugh

630/6145  
cc: Bradley B. Brooks, Esquire

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